

EDITED KSA LISTING

CLASS: UTILITY SHOPS SPECIALIST (CORRECTIONAL FACILITY)

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
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	Knowledge of:
K1.	General knowledge of methods, materials, tools and equipment used in the construction, maintenance, and repair of buildings, building equipment and mechanical equipment installations.
K2.	General knowledge of codes, rules, regulations, and Safety Orders applicable to the various building and mechanical trades in order to safely and appropriately construct, inspect, repair and maintain facilities.
K3.	Basic knowledge of methods used in determining, requisitioning, receiving, and storing tools, equipment, materials, and supplies in order to construct, repair and maintain facilities.
K4.	Basic knowledge of principles of effective supervision in order to motivate, organize and direct work crews to successfully construct, repair, and maintain facilities.
K5.	Basic knowledge of the Department's Equal Employment Opportunity (EEO) Program objectives to promote a work environment free from harassment and discrimination.

	Skill to:
S1.	Lead the work of building and mechanical trade's journeypersons in order to construct, repair and maintain facilities.
S2.	Inspect the work of building and mechanical trade's journeypersons in order to correctly construct, repair and maintain facilities.
S3.	Assign the work of building and mechanical trade's journeypersons in order to efficiently construct, repair and maintain facilities.
S4.	Interpret blueprints, plans and specifications in order to determine work efforts necessary to complete work as designed.
S5.	Operate standard power tools and machines used in mechanical and construction trades work in order to properly complete assigned duties.
S6.	Estimate labor and material requirements in order to purchase materials, tools, equipment rentals and assign staff (resources) for the construction, repair or maintenance of facilities.
S7.	Maintain records and prepare reports to maintain compliance with mandated laws, regulatory agencies and departmental operational procedures.
S8.	Analyze situations accurately in order to take effective action.
S9.	Effectively contribute to the Department's EEO objectives in order to create and maintain a fair and equitable work environment.
S10.	Communicate effectively in order to exchange information and or provide direction to staff and others.

Bold text-indicates not on Classification Spec.

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	Special Physical Characteristics:
SPHC1.	Have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without comprising your health and well being or that of fellow employees or that of inmates/wards.